Ton Duc Thang University
Center for Applied Information Technology

Excel 2016

Course Lecture

FUNDAMENTALS OF INFORMATICS 2

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- Textbooks:

  – Joan Lambert, MOS 2016 Study Guide for Microsoft Excel, 2017.

- References:

  – Joan Lambert, MOS 2016 Study Guide for Microsoft PowerPoint, 2017.

  – John Wiley, Microsoft Official Academic Course, Microsoft Word core 2016, 2016.

Ton Duc Thang University

Chapter 1

Managing Working Environment of Microsoft Excel

Chapter 1. Managing Working Environment of Microsoft Excel

1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

Chapter 1. Managing Working Environment of Microsoft Excel

1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

1.1 Create and Format Workbooks

1. Create a new workbook

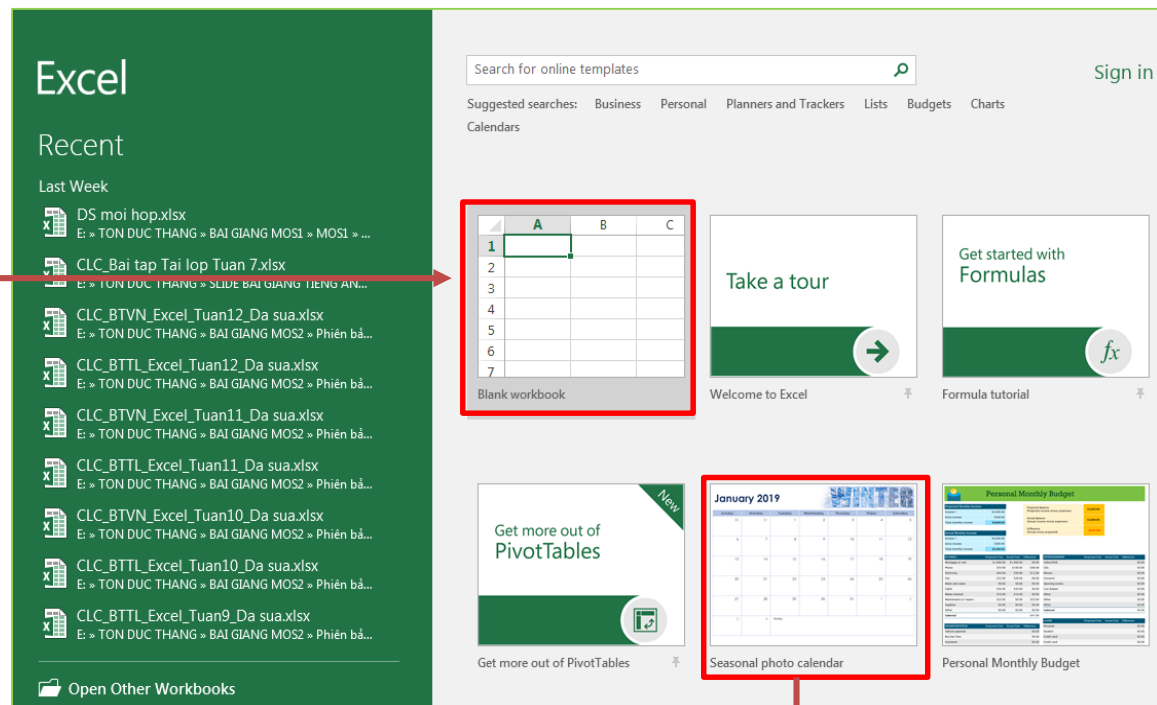2. Worksheet management skills

3. Navigate through a worksheet

1.1 Create and Format Workbooks

1. Create a new workbook

2. Worksheet management skills

3. Navigate through a worksheet

1- Create a new workbook

- **Create a new workbook:** from the Start screen after you launch the Excel
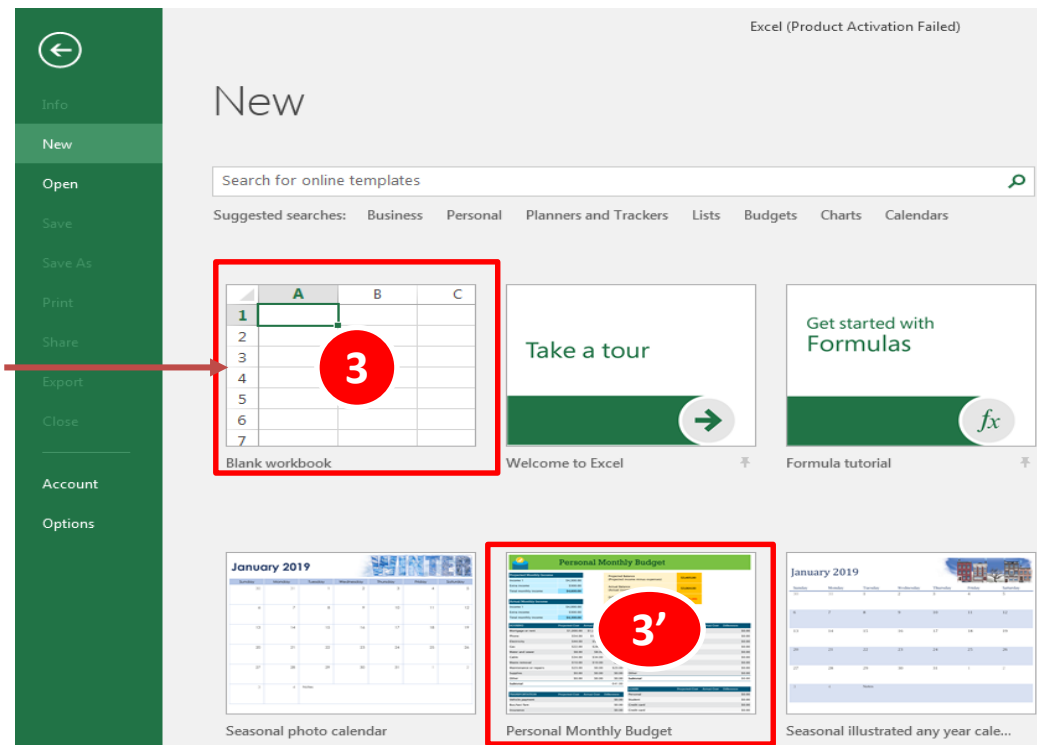

Click here to create a blank workbook

Create a new workbook from a template

1- Create a new workbook

- **Create a new workbook:** from the Excel interface screen.

File (1) → New (2) → (3) or (3')

Click here to create a blank workbook
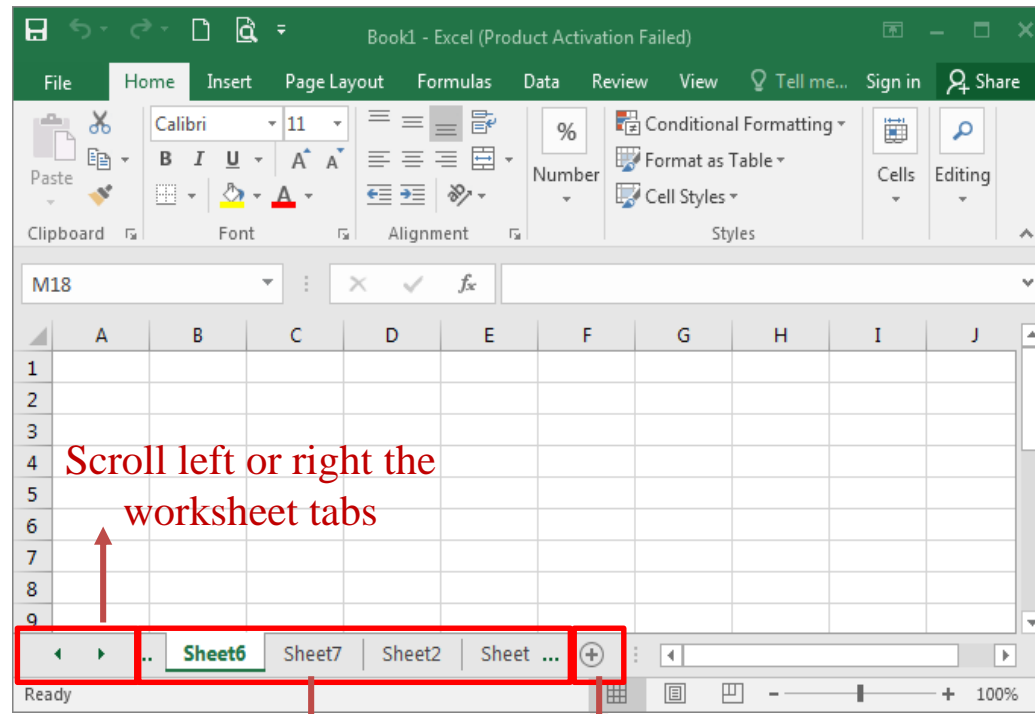

Or create a new workbook from a template

1.1 Create and Format Workbooks

1. Create a new workbook

2. Worksheet management skills

3. Navigate through a worksheet

2- Worksheet management skills

- **Worksheet Tabs:**

  - Worksheet tabs display the worksheet names. You can manage all the worksheets in a workbook by Worksheet Tabs

2- Worksheet management skills

- Selecting worksheets:

– To select a worksheet, do one of the following methods:

- Method 1: Click the worksheet tab

- Method 2: Use the compound Ctrl+Page Up/ Ctrl+Page Down buttons to select the before or the next worksheet

- Method 3: Right click on the scroll buttons to display all worksheet names, click on the name.
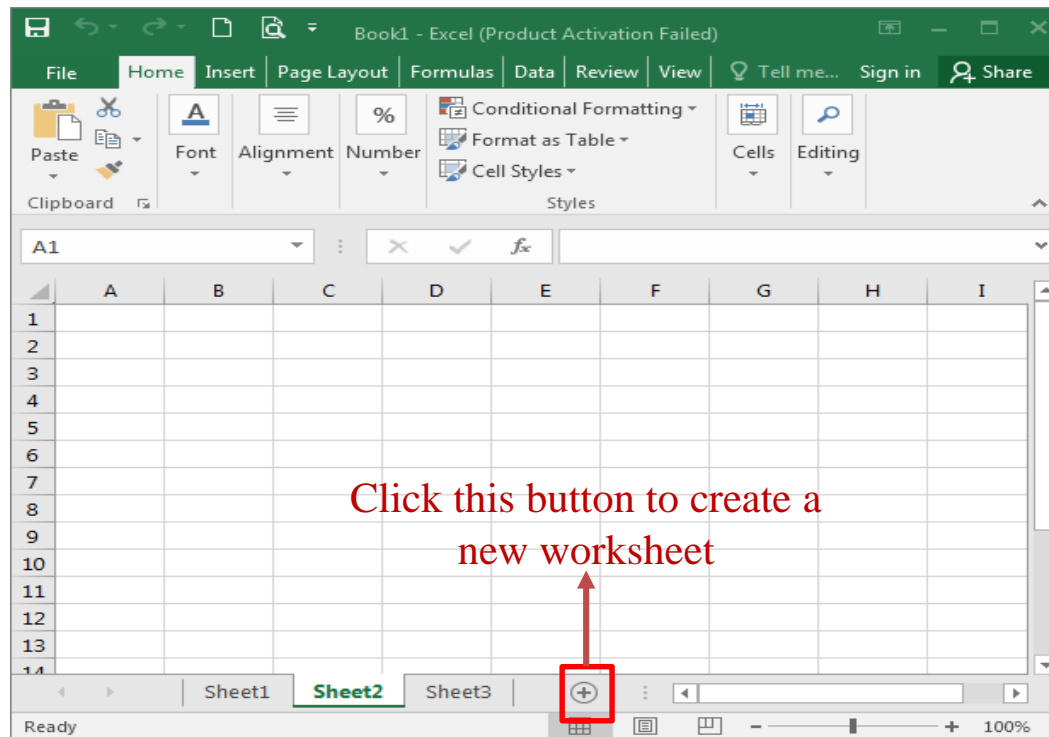
Click the name

Right click
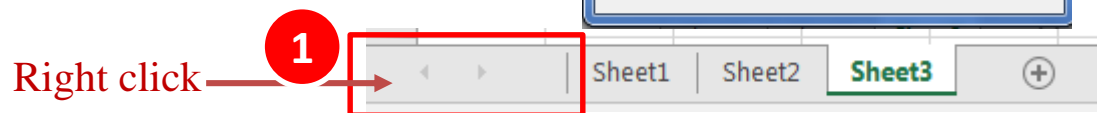
2- Worksheet management skills

- **Selecting worksheets:**

  - To select multiple worksheets:

    • Select adjacent worksheets: Click on the beginning worksheet, simultaneously press Shift button and click on the end worksheet of the group.

    • Select nonadjacent worksheets: Click on the beginning worksheet, simultaneously press Ctrl button and click on every next worksheet of the group.

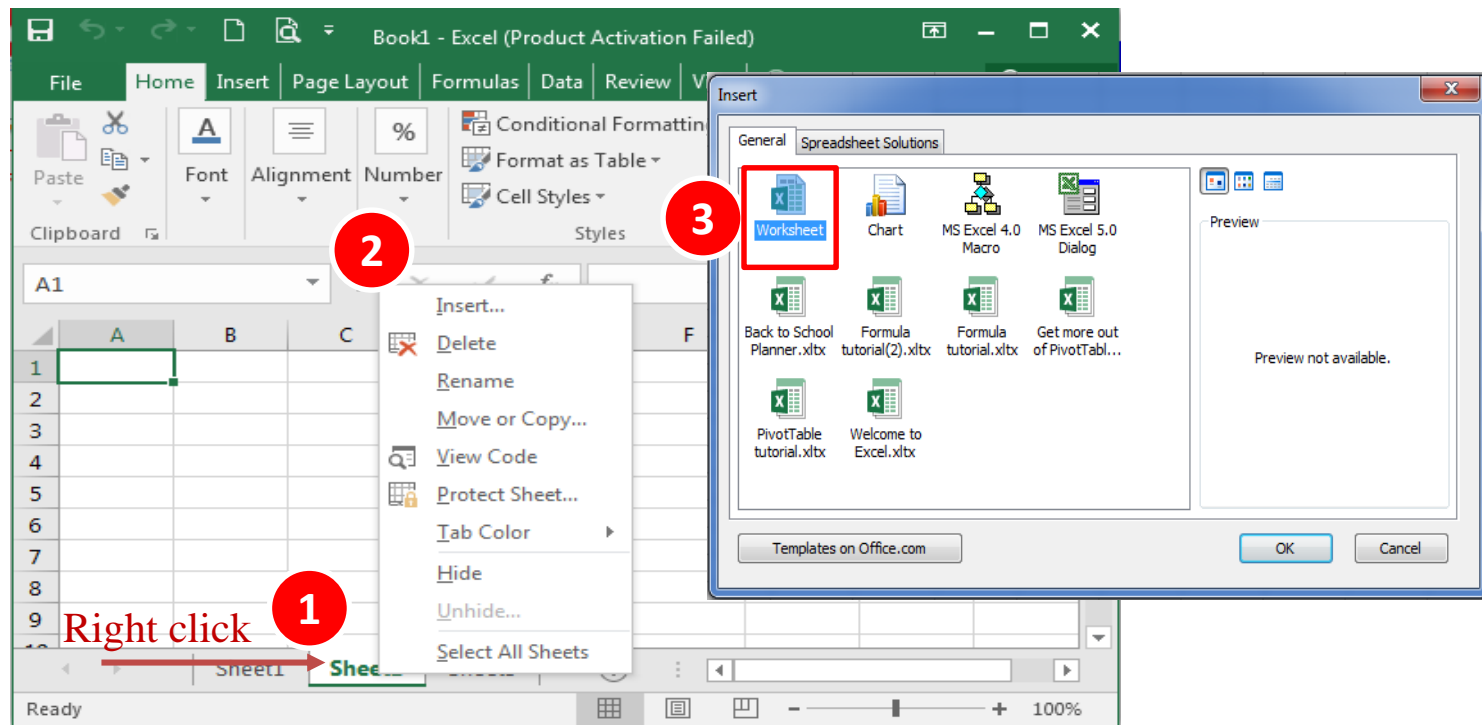# 2- Worksheet management skills

- To create a new worksheet:

– Method 1: Click the plus sign button to insert a new worksheet. The new one is on the right of the current one.

Click this button to create a new worksheet

- To create a new worksheet:

– Method 2: Right click (**RC**) on a Tab → **Insert** → **Worksheet** → **OK**.
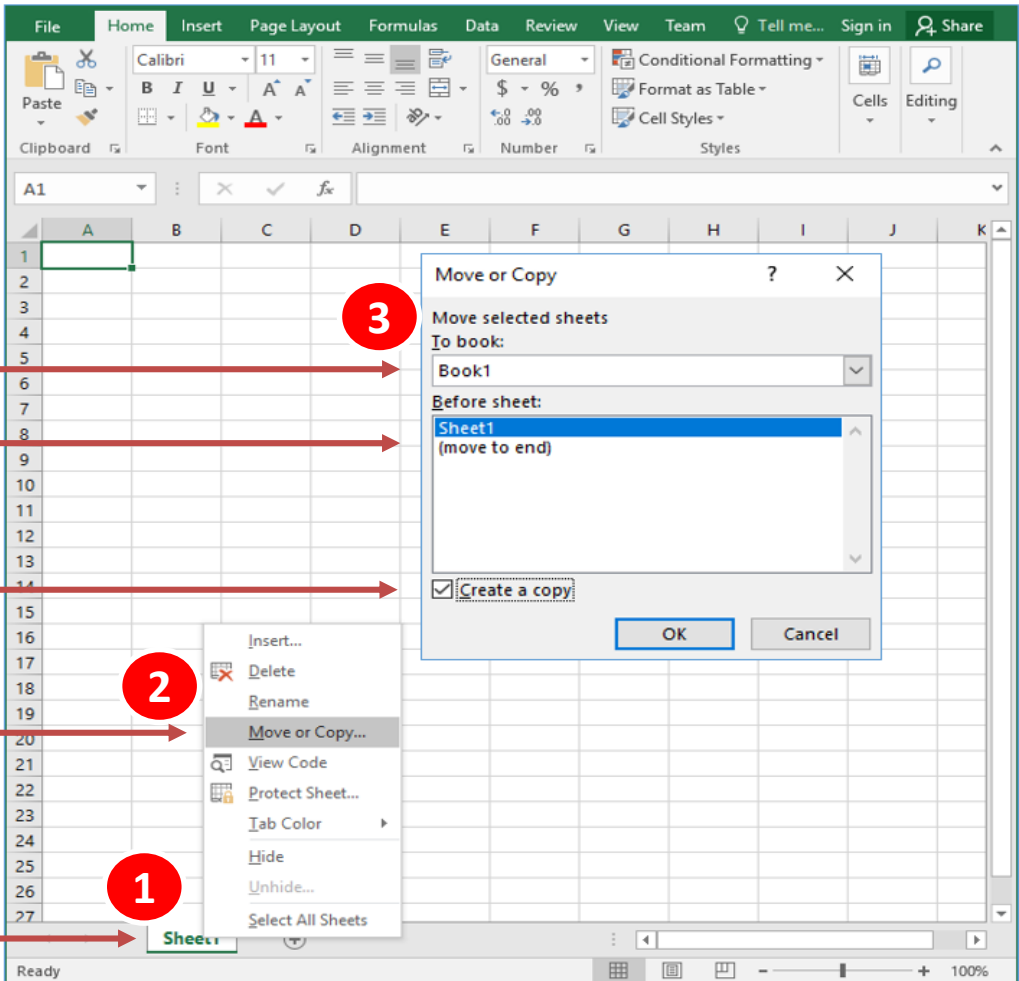
– The new worksheet is on the left of the current one.

2- Worksheet management skills

- To rename a worksheet: RC on the Tab → **Rename** → Type a name on the Tab→ **Enter**.
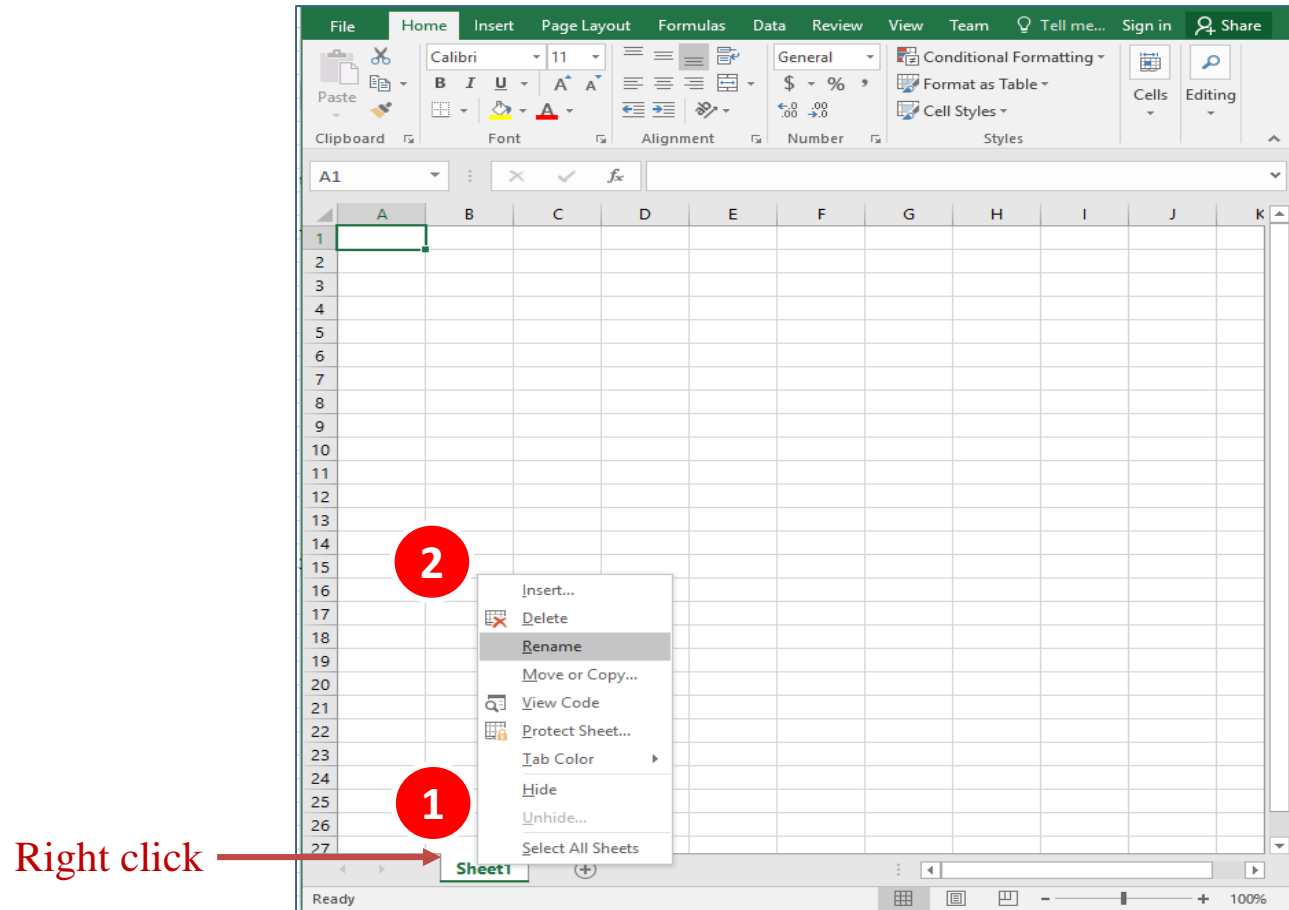
2- Worksheet management skills

- To copy a worksheet: within a workbook or to another workbook

Select destination workbook

Select the position in the workbook

Check **Create a copy**

Click **Move or Copy**

Right click on the worksheet tab

2- Worksheet management skills

- To move a worksheet: within a workbook or to another workbook

Select destination workbook

Select the position in the workbook

Uncheck **Create a copy**

Click **Move or Copy**

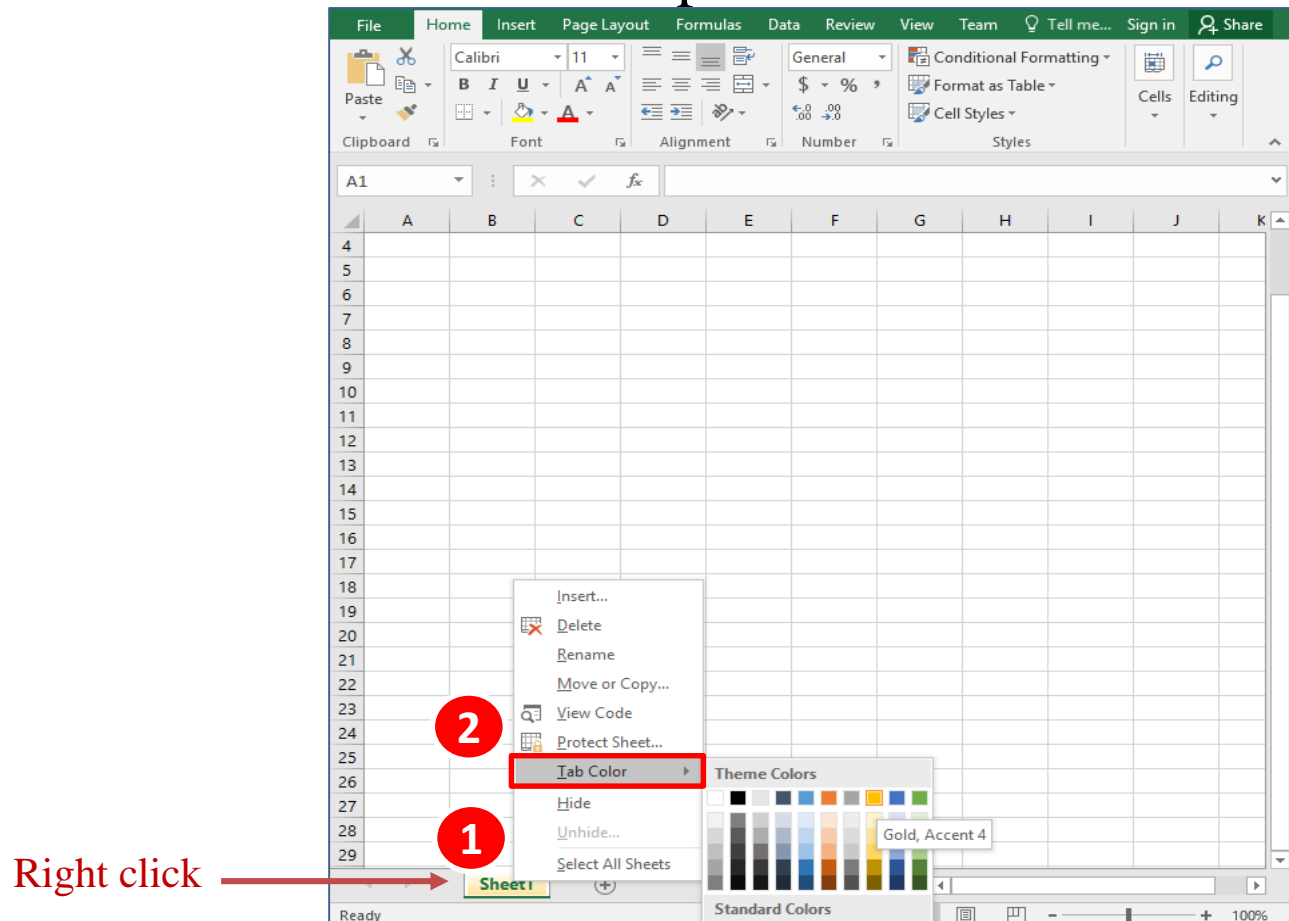Right click on the worksheet tab

2- Worksheet management skills

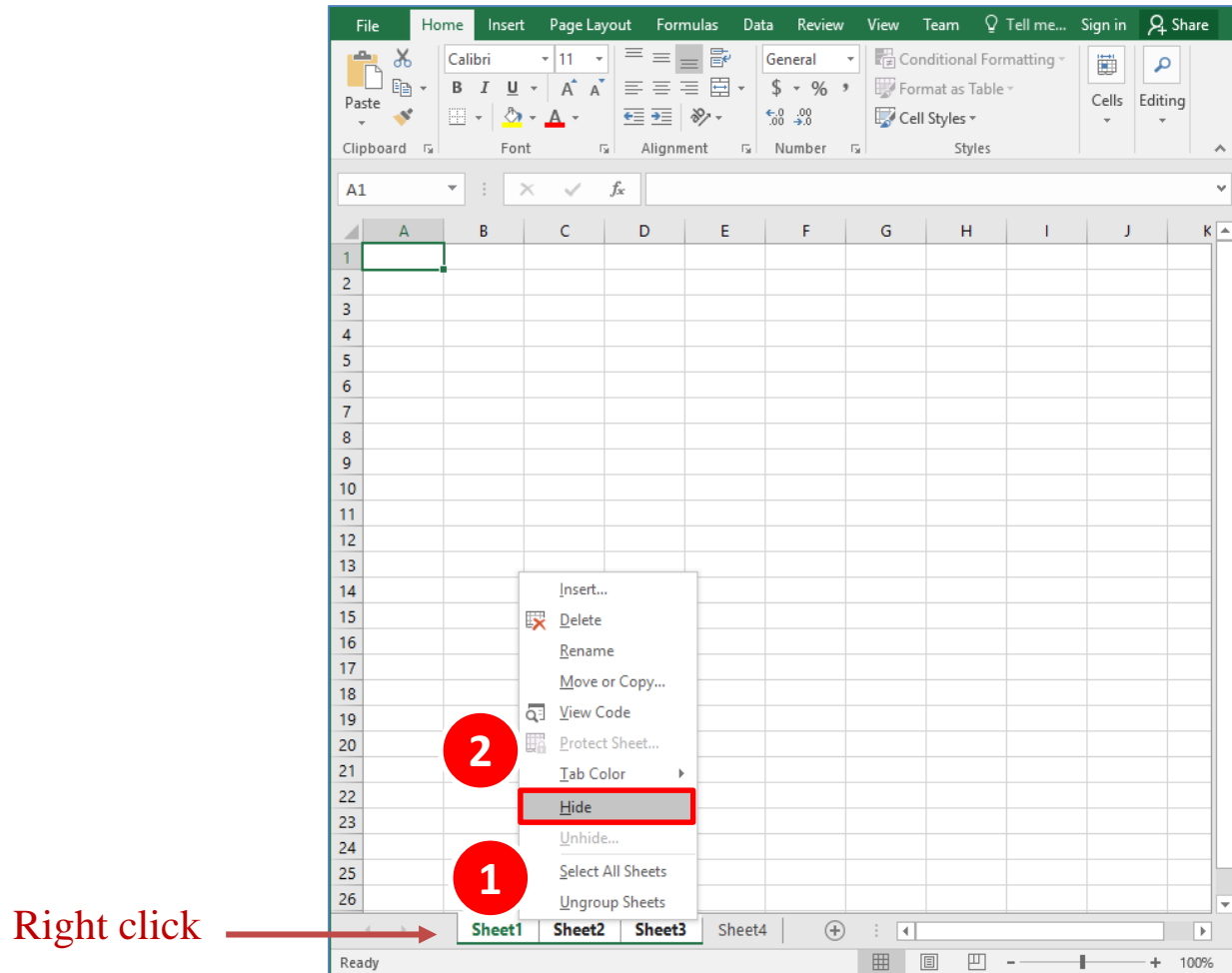**- To delete a worksheet:** RC on the worksheet Tab → **Delete**
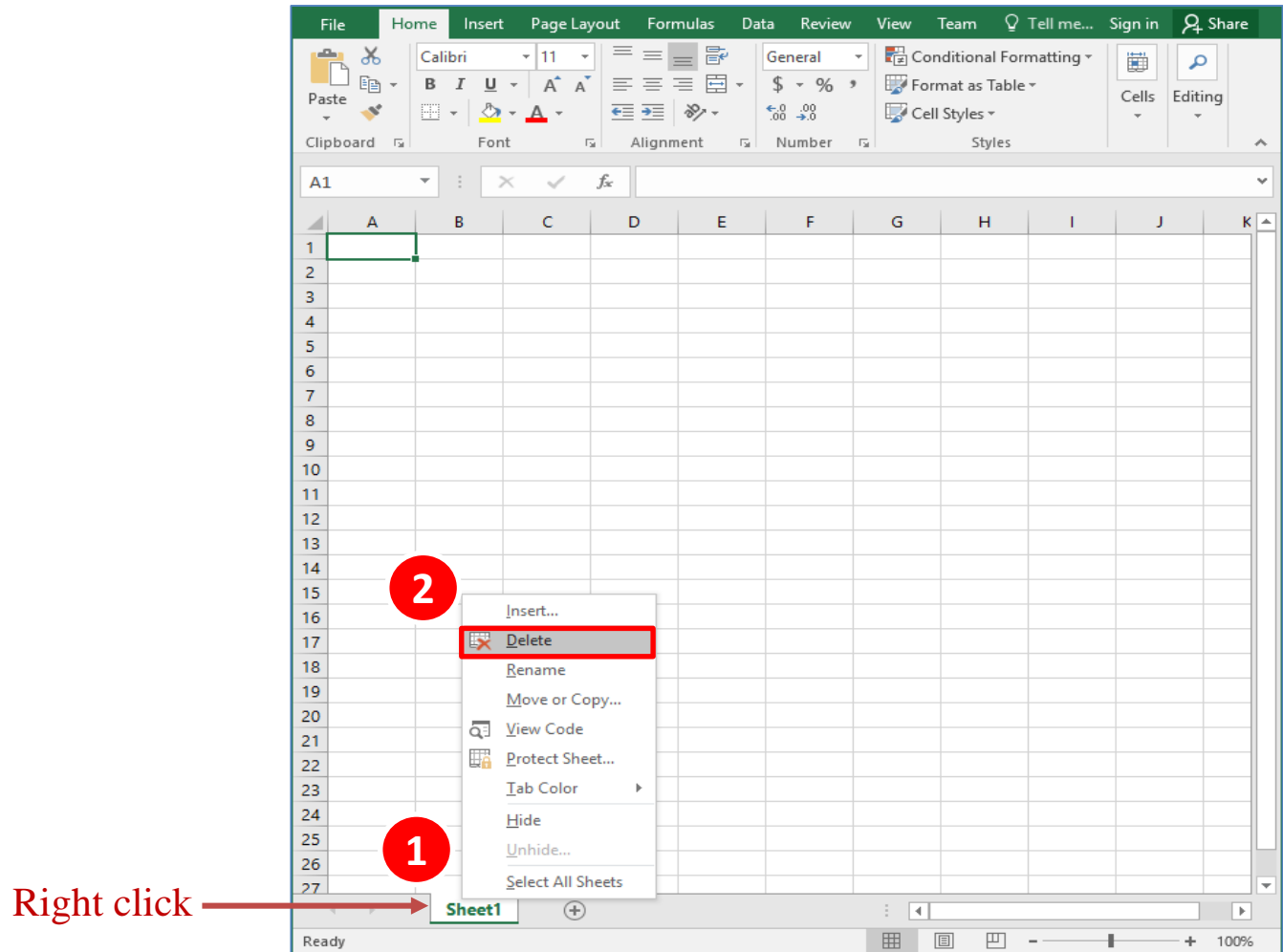
2- Worksheet management skills

- To assign a color to a worksheet tab: RC on the Tab → **Tab Color** → Select a color from the color palette

Right click
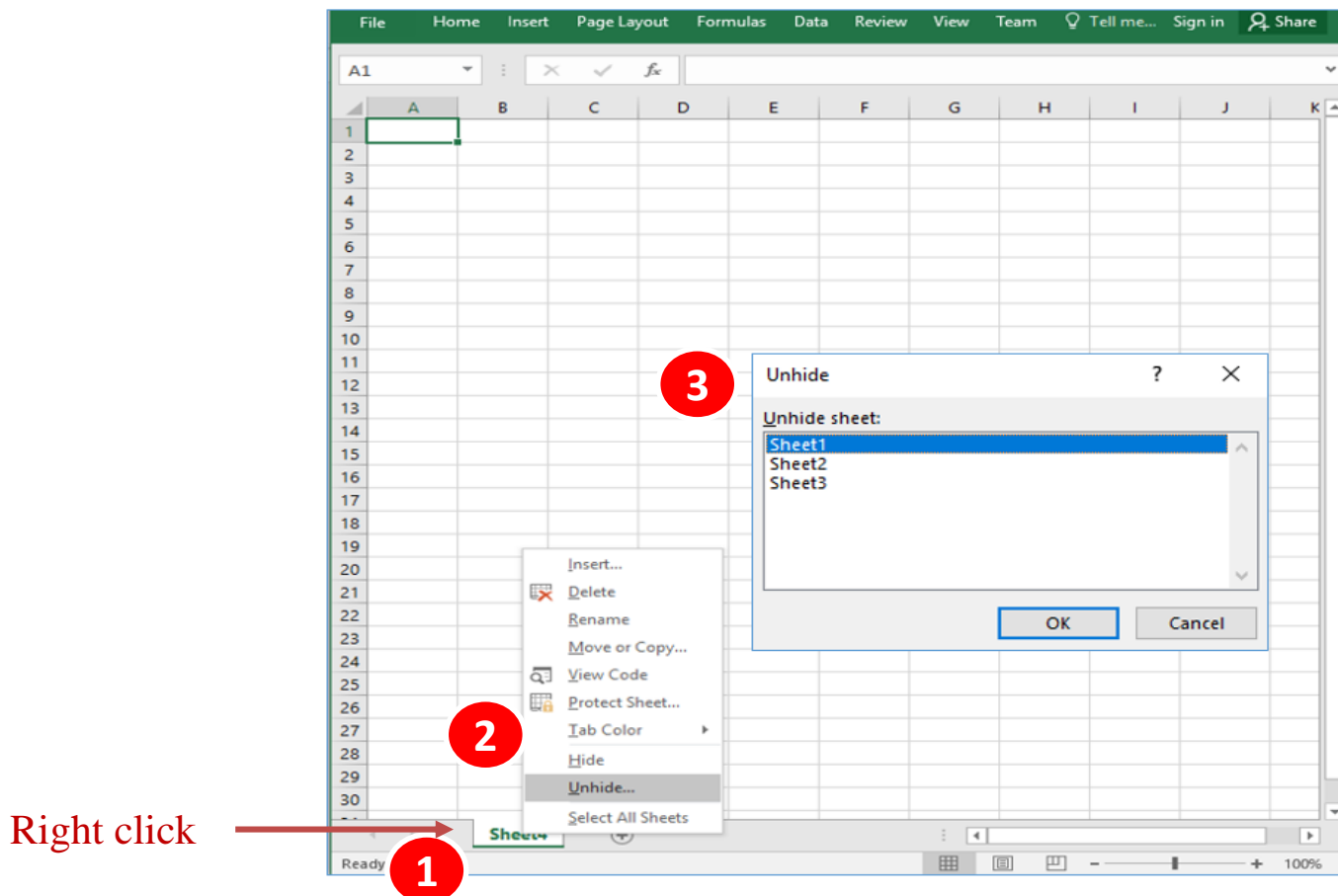
2- Worksheet management skills

- **To hide a worksheet:** RC on the Tab → **Hide**

Right click

2- Worksheet management skills

- To display a hidden worksheet: RC on a Tab → **Unhide** →

Select the hidden worksheet name → **OK**

1.1 Create and Format Worksheets

1. Create a new workbook
2. Worksheet management skills
3. Navigate through a worksheet

3- Navigate through a worksheet

- Using the keyboard to navigate:

+ To move by one cell:

- Press Up/Down/Left/Right button to move one cell up/down/left/right respectively.

- Tab: move to the right.

- Shift + Tab: move to the left.

+ To move by one screen:

- Page Up/ Page Down: one screen up/down.

- Alt + Page Up/ Alt + Page Down: one screen left/right.

3- Navigate through a worksheet

- Using the keyboard to navigate (cont):

+ To move to the beginning/end of the current row:

- Ctrl + Left Arrow: move to the beginning
- Ctrl + Right Arrow: move to the end

+ To move to the beginning/end of the current column:

- Ctrl + Up Arrow: move to the beginning
- Ctrl + Down Arrow: move to the end.

+ To move to the beginning/last of a worksheet:

- Ctrl + Home: the beginning cell.
- Ctrl + End : the last populated cell (the intersection cell of the last row and last column)

3- Navigate through a worksheet

- Using the Name Box to navigate:

- Move to a cell: Enter the cell address

- Move to a cell range: Enter the cell range address.

- Move to a named range: Enter the name or select from the list

Click the arrow in the Name Box to show the name list

The name list
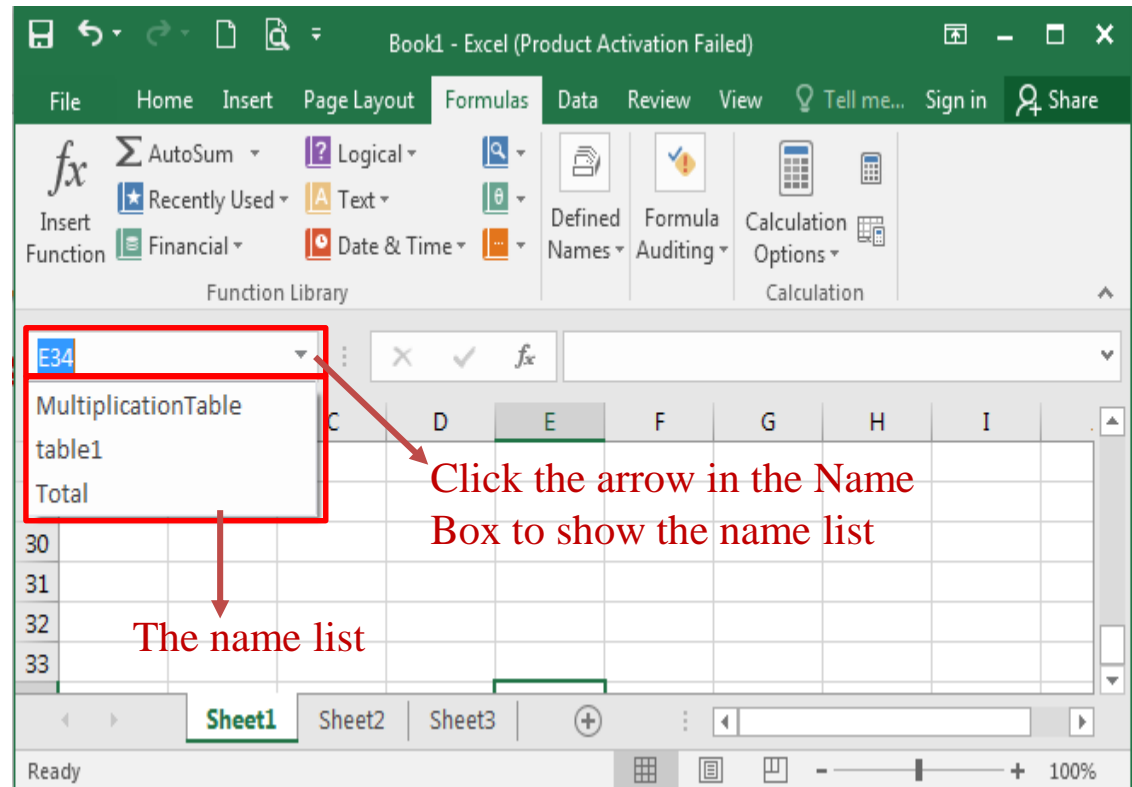
1- Navigate through a worksheet

- Addresses:

+ In an Excel worksheet:

- Rows are labeled using numbers from 1 to 1.048.576.
- Columns are labeled with letters A through Z, then AA through ZZ, then AAA through XFD by default. So there are 16.384 of them.
- To identify a cell, give both the column and the row in format as below:

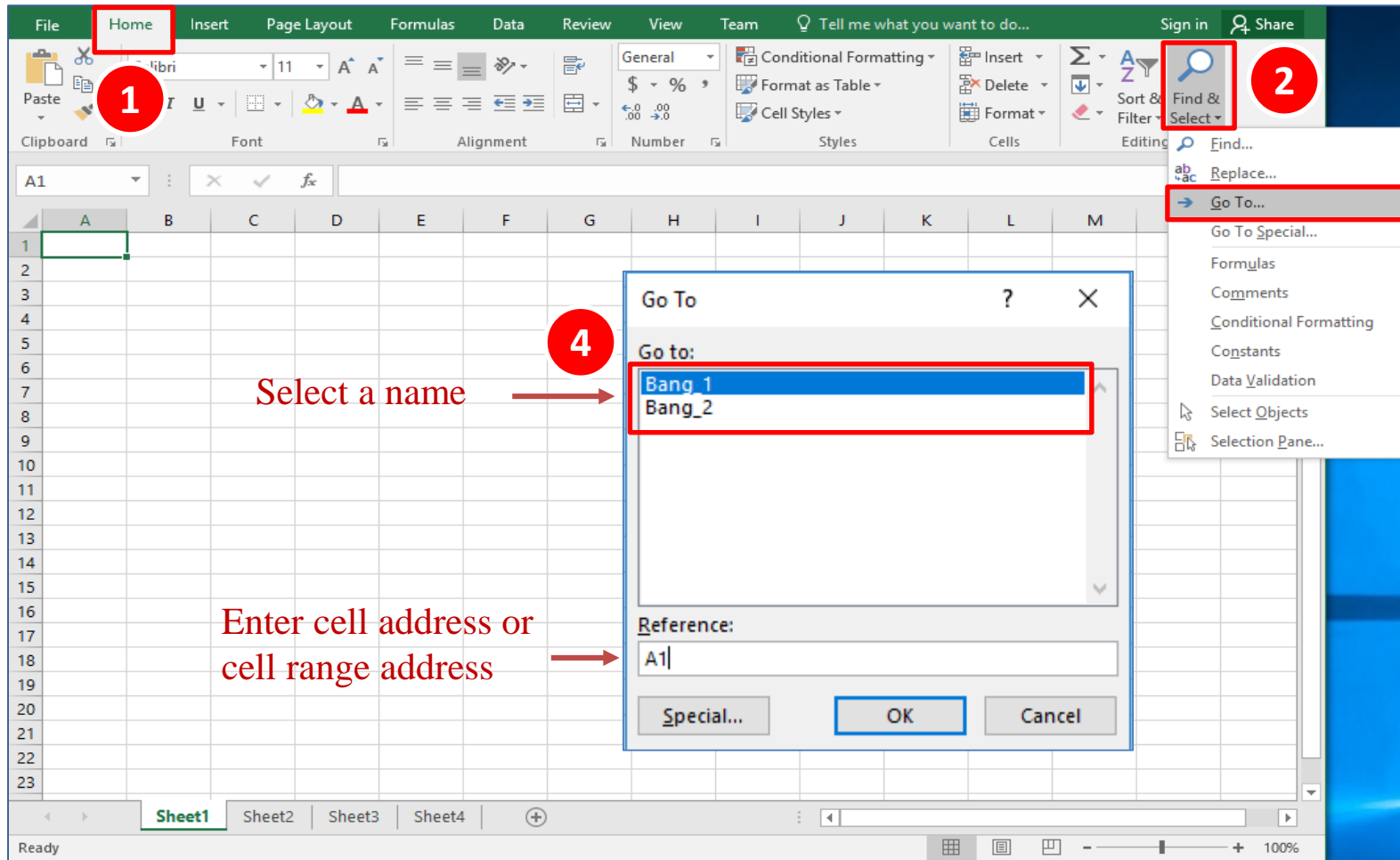**Column_labelRow_label**

For example: A10

- To identify a cell range, give both the top left cell and the bottom right cell of the cell range in format as below: :

The top left cell:The bottom right cell

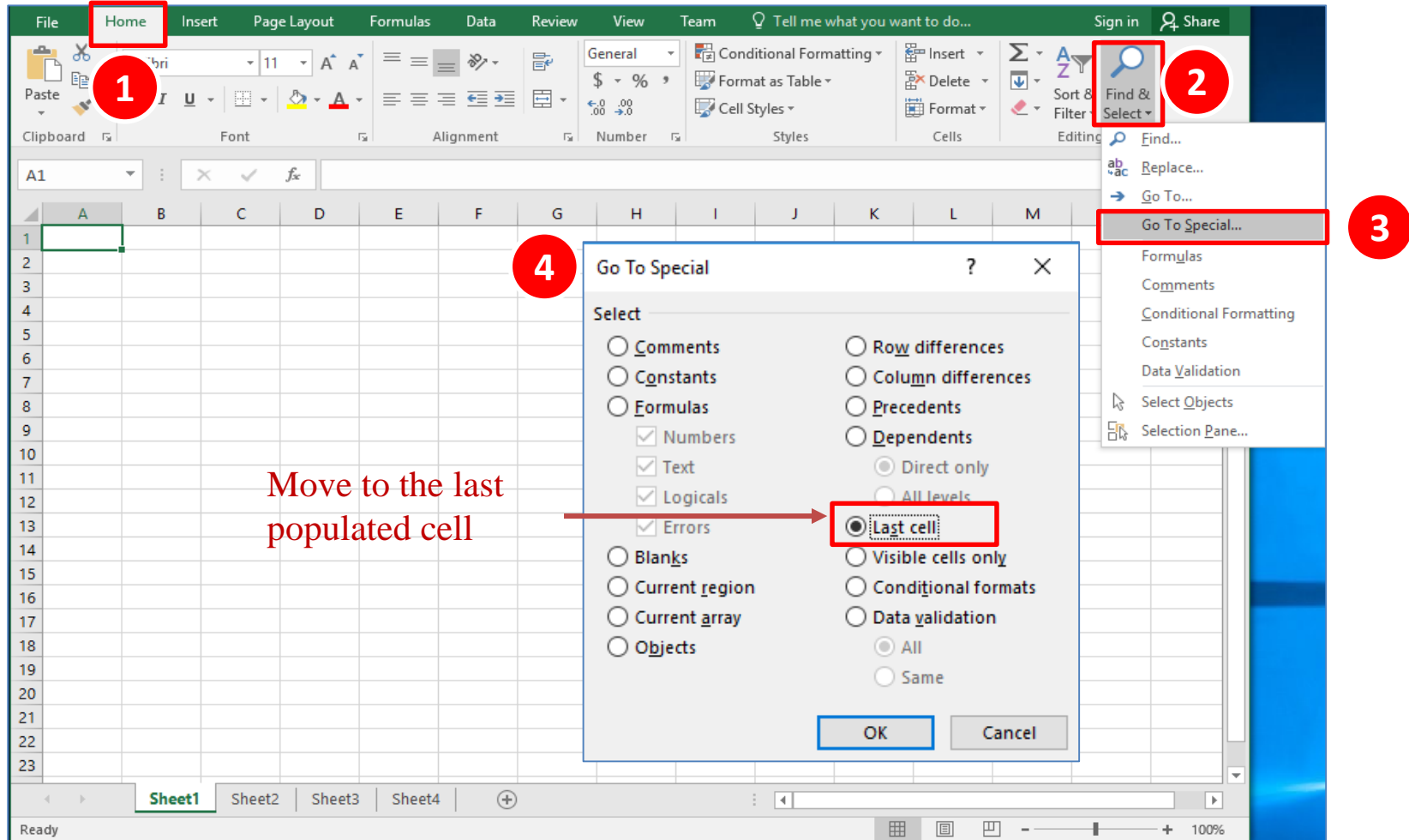*For example*: A2:N5

3- Navigate through a worksheet

- Using the **Find & Select/Go To** command to navigate:

3- Navigate through a worksheet

- Using the **Find & Select/Go To Special** command:

Chapter 1. Managing Working Environment of Microsoft Excel

3- Navigate through a worksheet

- To search data: Use the Find & Select/Find command
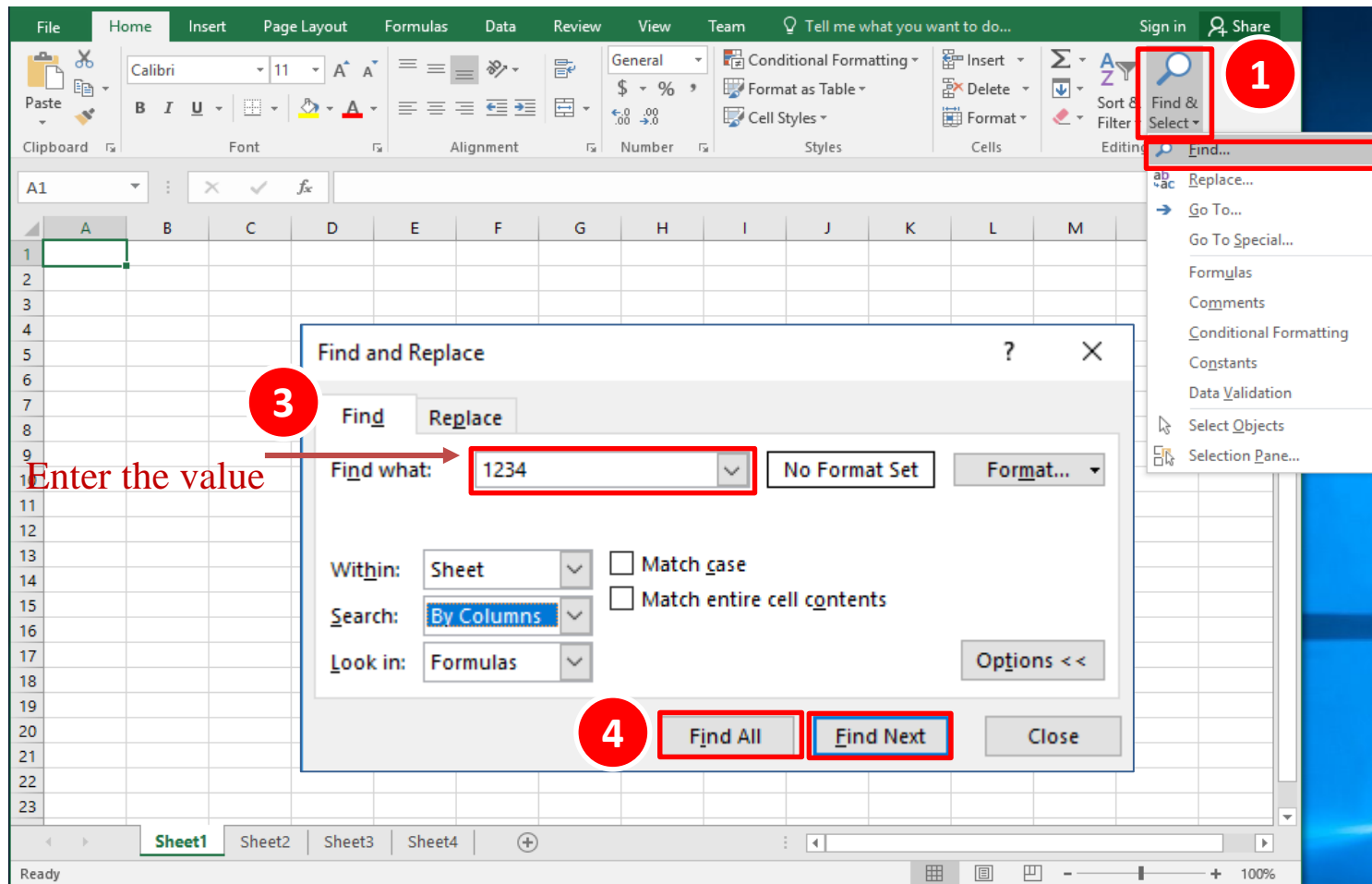
1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

1. Excel 2016 interface

2. Manage Excel 2016 Options

1. Excel 2016 Interface

2. Manage Excel 2016 Options

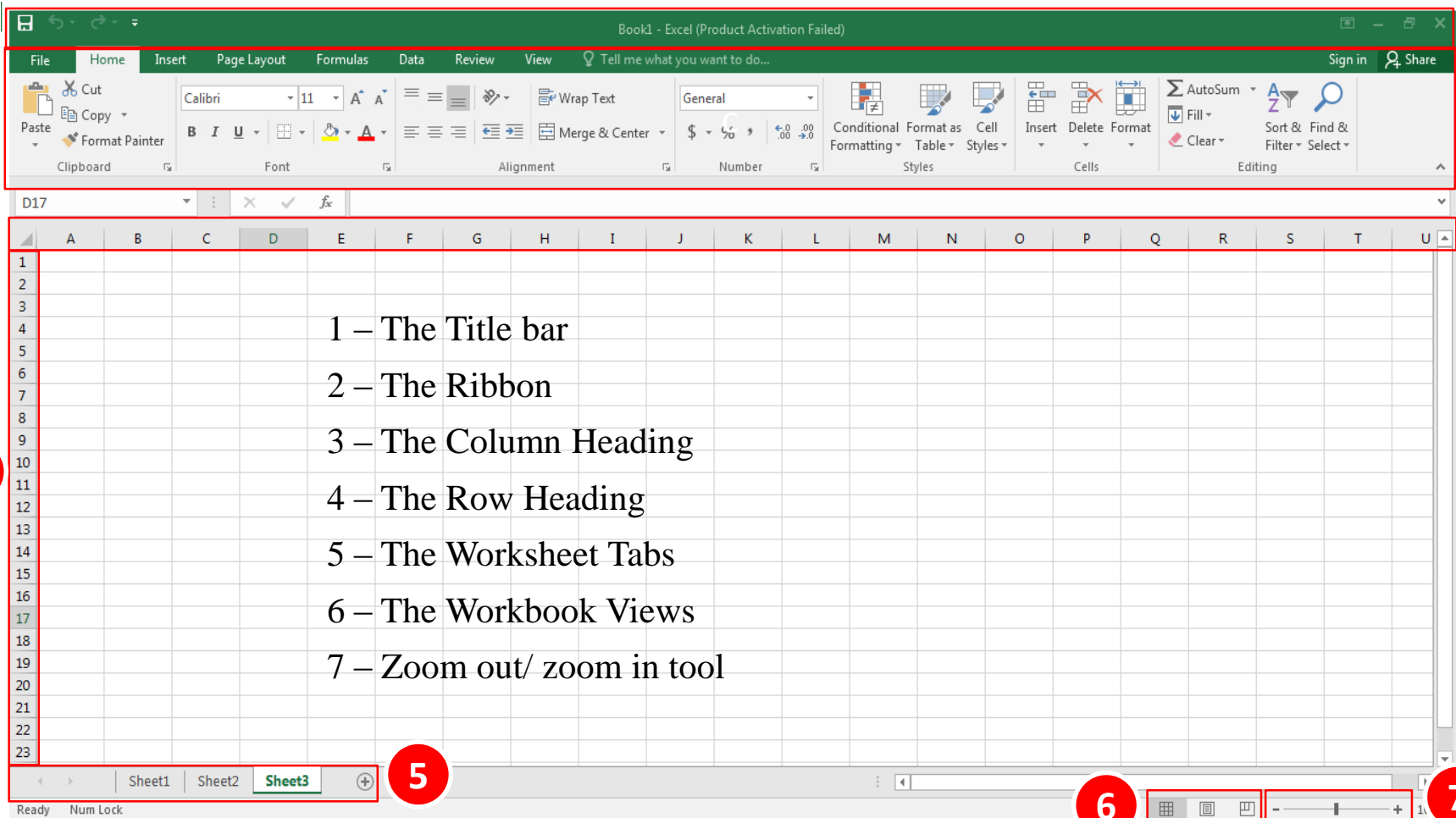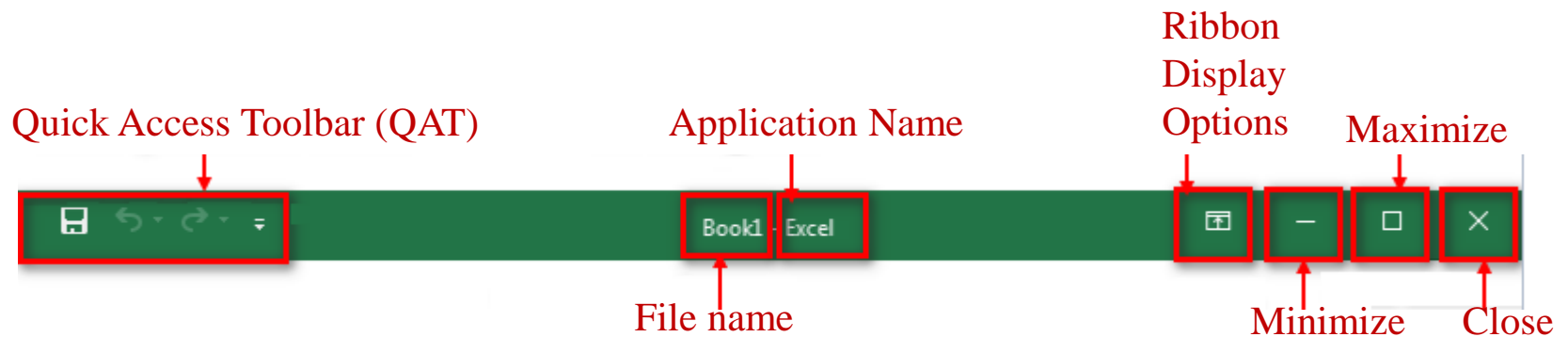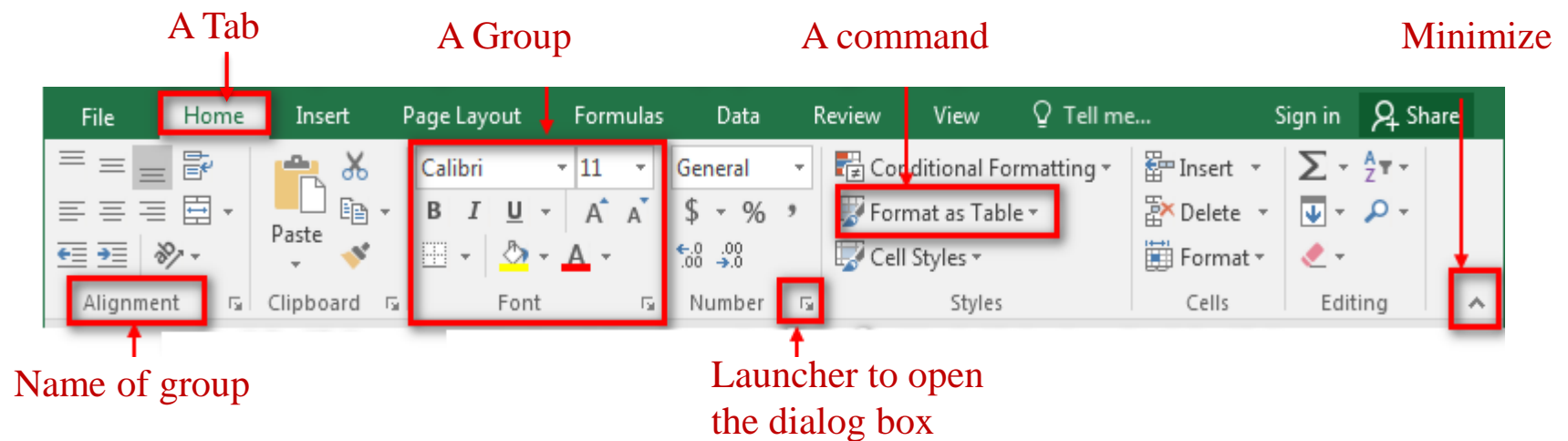# 1- Excel 2016 interface

- Excel 2016 interface:

1 – The Title bar

2 – The Ribbon

3 – The Column Heading

4 – The Row Heading

5 – The Worksheet Tabs

6 – The Workbook Views

7 – Zoom out/ zoom in tool

1- Excel 2016 interface

- Excel 2016 interface:

– The Title Bar:

Quick Access Toolbar (QAT)

Application Name

Ribbon Display Options

Maximize

File name

Minimize

Close

1- Excel 2016 interface

- Excel 2016 interface:

 — **The Ribbon:**

A Tab   A Group   A command   Minimize

Name of group

Launcher to open
the dialog box

1- Excel 2016 interface

- The tabs are on the Ribbon by default:

+ Tab Home: contains copy/format commands…

+ Tab File: is the backstage of Excel 2016.

+ Tab Insert: to insert objects such as pictures, shapes… to worksheets.

+ Tab Page Layout: to change theme, set up printed pages…

+ Tab Formulas: to manage the functions in Excel

+ Tab Data: to manage the data in workbooks

+ Tab Review: check for spelling errors, manage comments in workbooks…
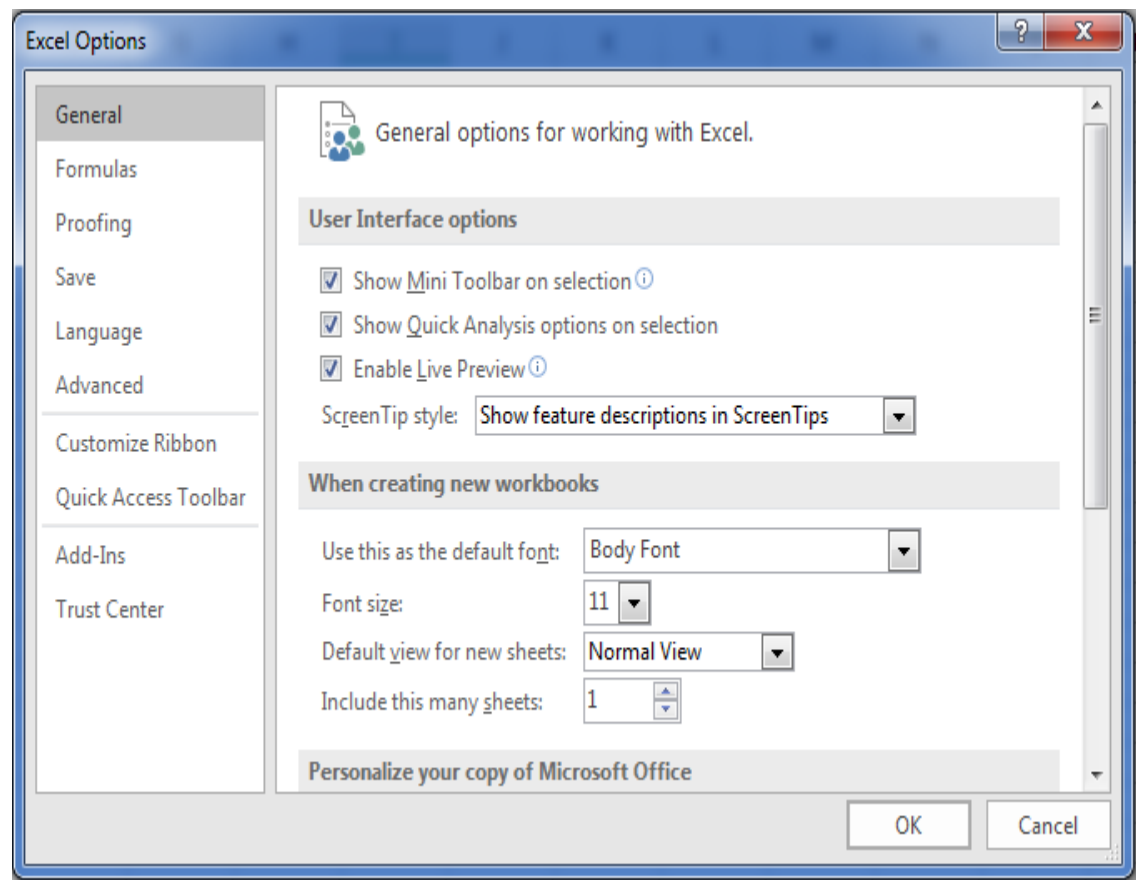
+ Tab View: to select workbook views, manage windows…

1. Excel 2016 interface
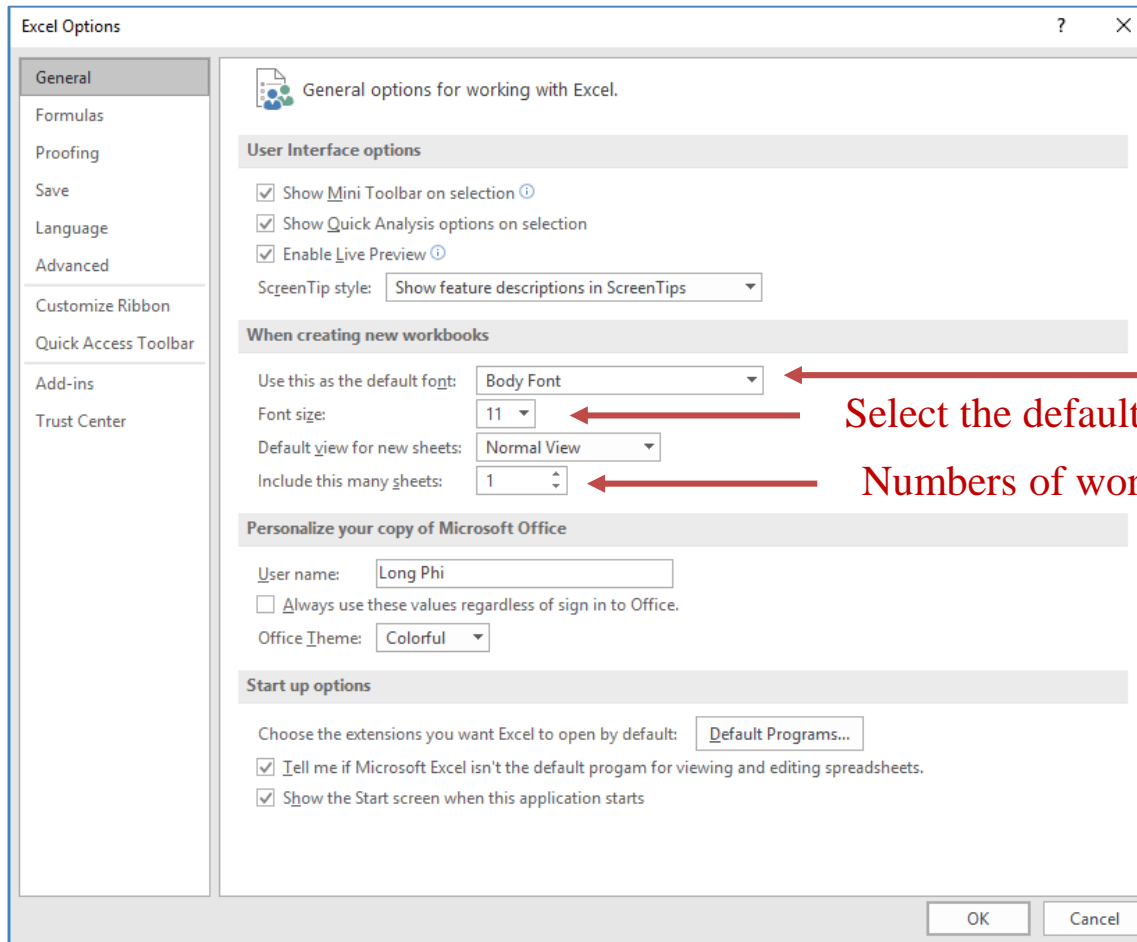
2. Manage Excel 2016 Options

2 - Manage Excel 2016 Options

- To open the Options dialog box: File → Options

It includes many pages that you can control the settings & appearance of many Excel features

- General setting page: includes interface options, default setting when you create new workbooks…

- Formulas setting page: includes calculation, working with formulas, and automatic error checking options
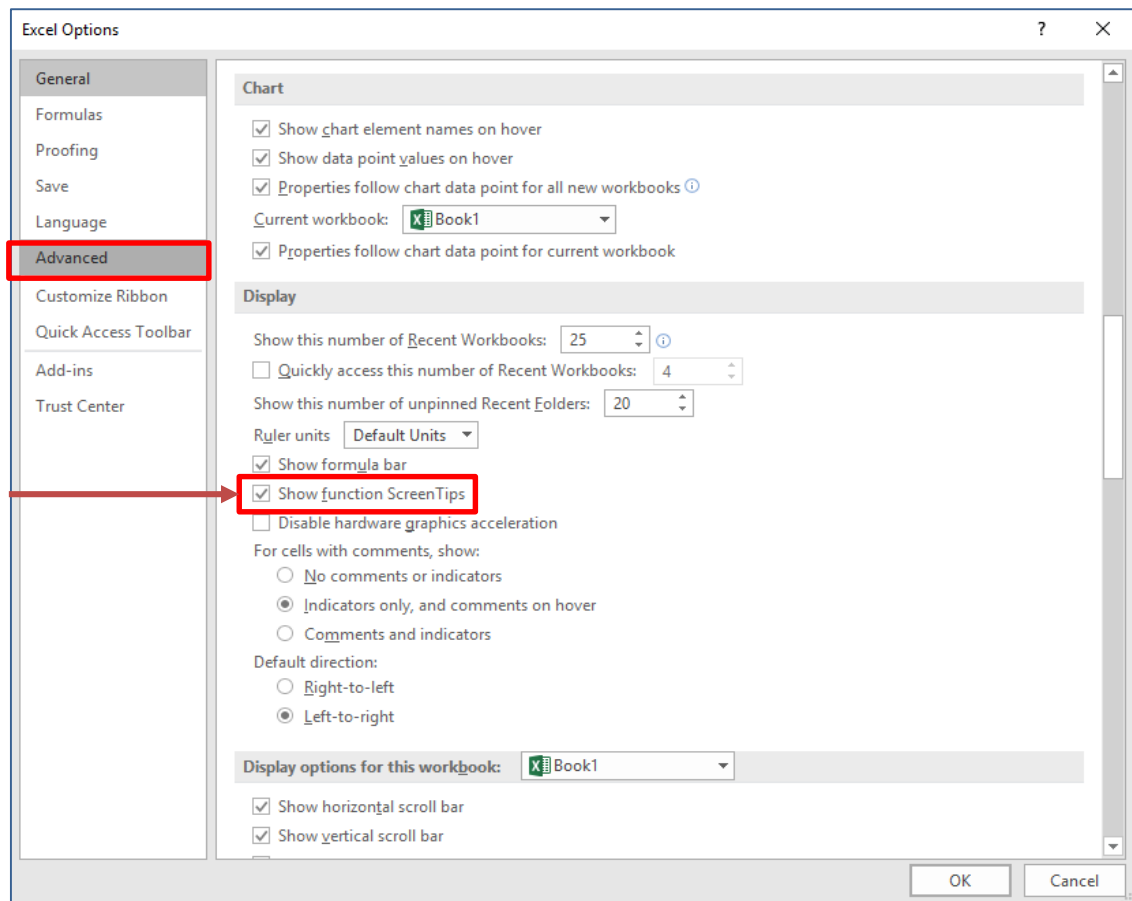
Turn on this setting to display the drop-down list of valid functions when you enter a function in a cell
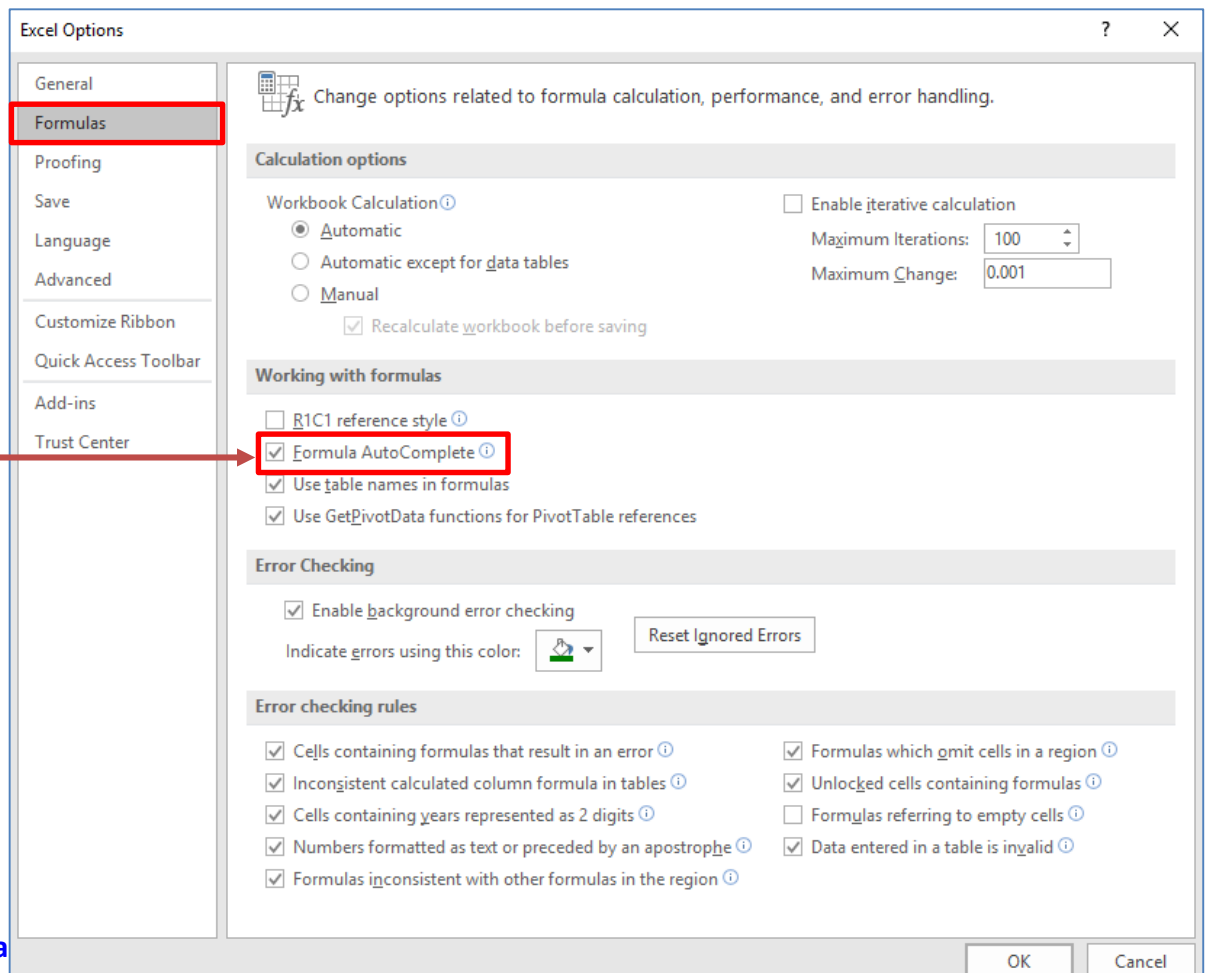
- Advanced setting page: includes editing and moving data, graphic elements in a worksheet and other advanced options

Turn this setting on to show the function structure with all arguments when you enter the function name in a cell

- To customize the Ribbon: modifying the commands available on the ribbon
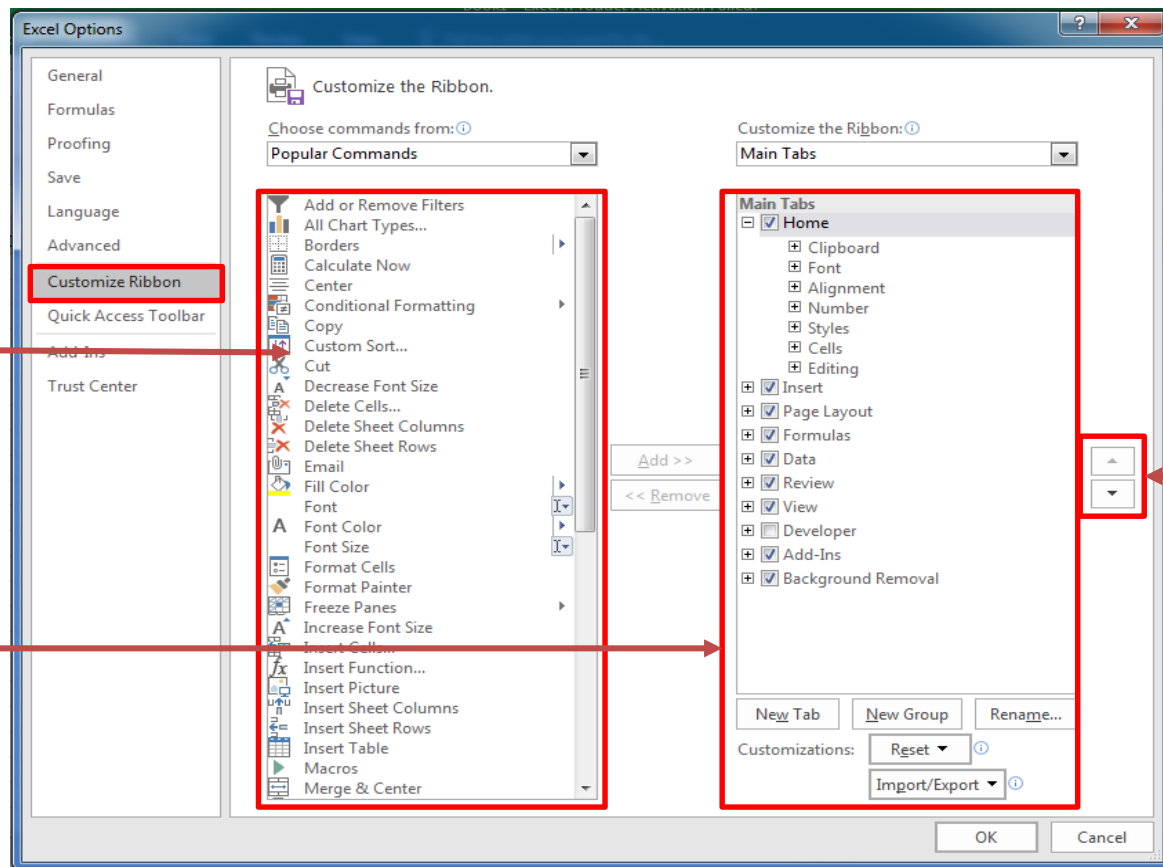
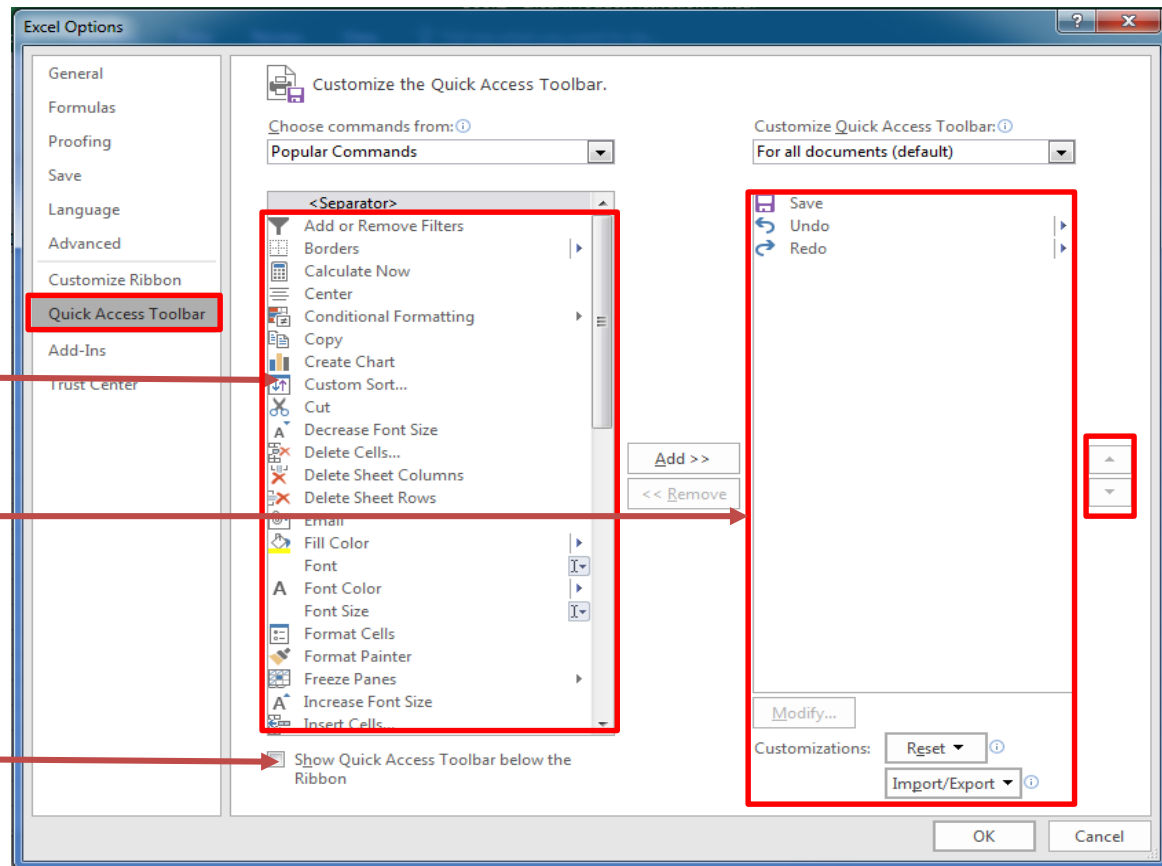The popular commands of Excel

Customize the Ribbon: create new custom Tabs, groups, hide/display Tabs…

Reorder Tabs or groups

- To customize the QAT: modifying the commands available on the QAT

The popular commands of Excel

Customize the QAT: add/remove, reorder the commands…

Check to move the QAT below the Ribbon

Reorder the commands

Chapter 1. Managing Working Environment of Microsoft Excel

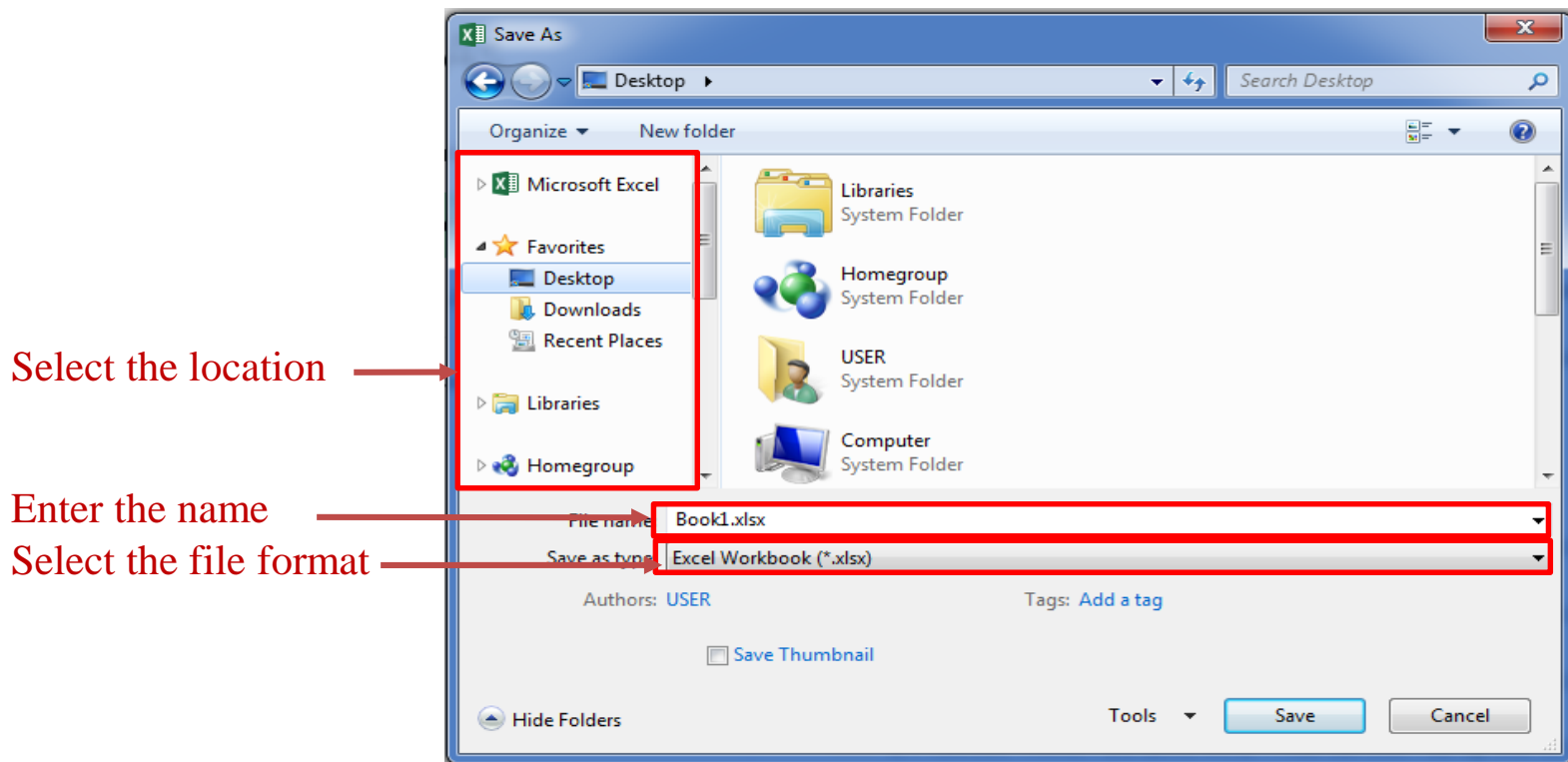## 1.1 Create and Format Workbooks

1.2 Configure Excel Options

1.3 Save Spreadsheets

1. To save an existing workbook with the same location, file name and file type: **File → Save.**

2. To save a new workbook for the first time: **File → Save → Browse…**

3. To save an existing workbook as a different file (change the location, file name or file type): **File → Save As → Browse…**

Case (2) and (3) will open the **Save As** dialog box to select the location, file name and file type

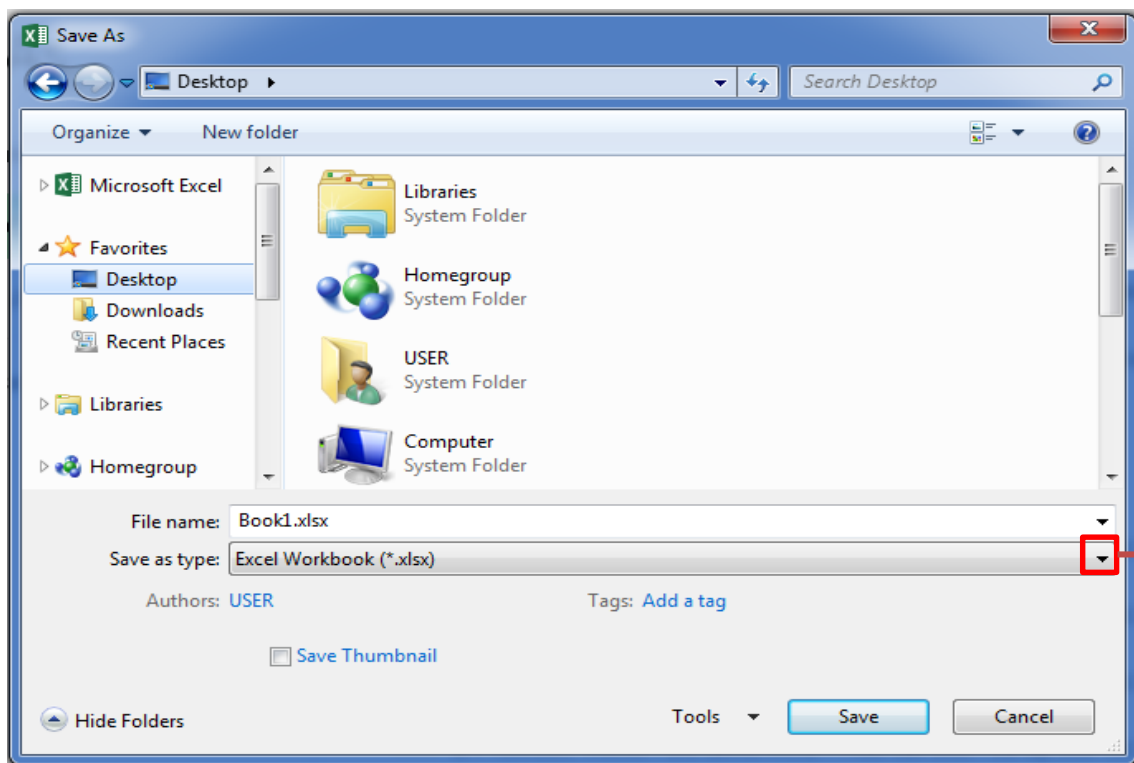– **The Save As Dialog Box:**

Select the location

Enter the name
Select the file format

1.3 Save Spreadsheets

– **File formats:**
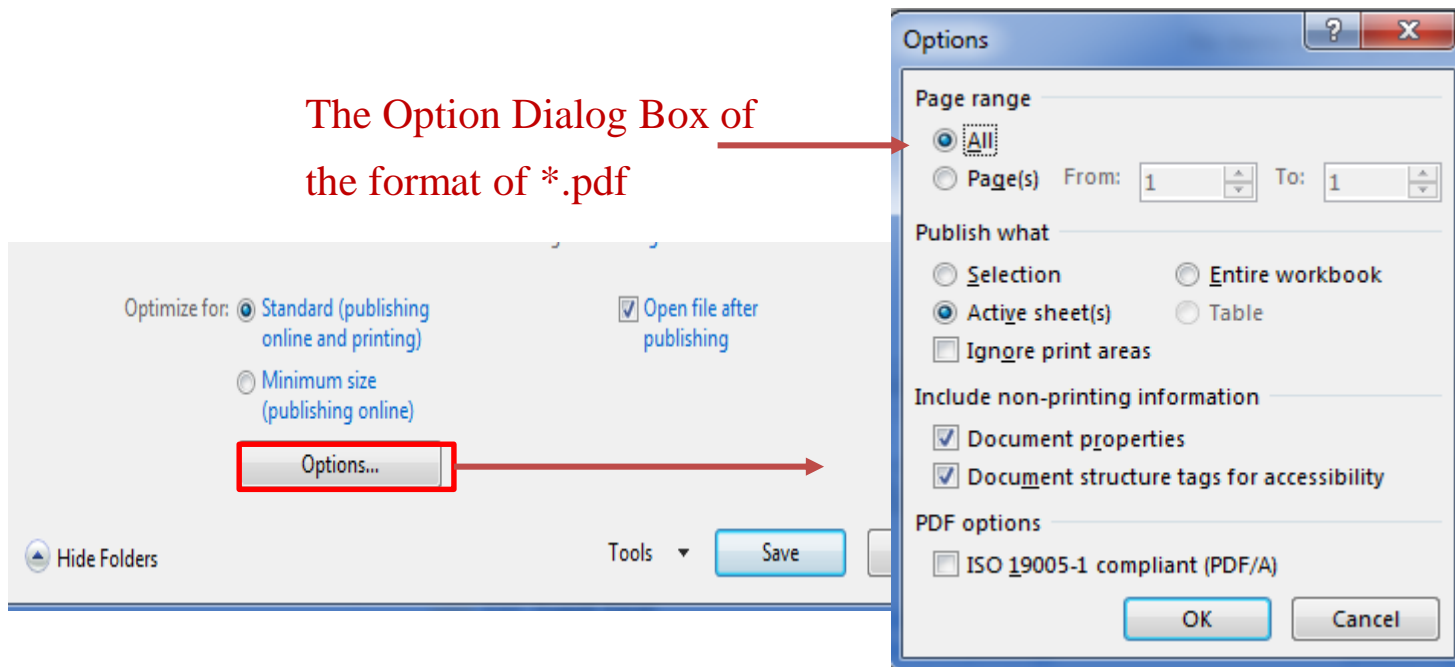
- The Specific Formats:

- Excel Macro – Enable Workbook (*.xlsm): contains macro (VBA).

- Excel 97 – 2003 (*.xls): the format of old versions of Excel.

- Single File Web Page (*.htm) or Web Page (*.html): it can be viewed in a web browser.

- Excel template (*.xltx): To be able to use it as the starting point for other workbooks.

- Text (*.txt) or CSV (*.csv): can be opened by many programs.

- Portable Document Format (*.pdf) : viewed by Adobe Reader software.

- XML Pager Specification (*.xps): A fixed-layout document format consists of structured XML markup.

- The Specific Formats (tt):

- Depending on the format you save, there will be a corresponding Option

Dialog Box. **For example:** the format of *.pdf

The Option Dialog Box of
the format of *.pdf

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